

Annex C
26 February 1954

INTER-OFFICE TELECOMMUNICATIONS

ADVISORY COMMITTEE

CHARTER

1. Authority:

The Committee is established in accordance with paragraph 4 of the memorandum dated 7 January 1954, subject "CIA's Implementation of NSC-169, Electromagnetic Communications," signed by:

Deputy Director (Intelligence)
Deputy Director (Plans)
Assistant Director for Communications

2. Mission

The Mission of the Committee is set forth in said paragraph 4 as follows:

"To insure that the foregoing allocation of responsibilities [for implementation of NSC-169] is properly coordinated and to insure that all Agency responsibilities under NSC-169 are fully discharged, an intra-Agency advisory committee should be established under the chairmanship of the AD/SI and composed of representatives from all interested Offices, including DD/P. This committee will provide advice and guidance to the various Offices of the Agency in the implementation of responsibilities under NSC-169 and will coordinate the preparation of such CIA reports as may be requested, from time to time, upon the status of progress under NSC-169. The committee will further be responsible for insuring proper coordination of CIA activities under NSC-169 with OCB and other departments and agencies of the government, using such means as may be most appropriate."

3. Membership

a. The regular members of the Committee will be one representative of each of the following elements of CIA:

DD/P
O/C
O/CD
O/RR
O/CI
O/O
O/SI

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- b. Each regular member shall have an alternate appointed who will be conversant with Committee affairs in order to substitute in case of necessary absence of the regular member.
- c. With respect to particular problems, the Committee may invite participation by representatives from other elements within the Agency from time to time, as it becomes necessary.
- d. The O/SI member will serve as Chairman. O/SI will provide necessary secretarial service.

4. Functions

- a. Periodically review progress in the responsibilities accepted by the several Offices in the Agency in the reference memorandum of 7 January 1954, with a view to insuring their proper coordination and full discharge.
- b. Advise and guide the participating elements in their implementation of responsibilities under NSC-169.
- c. Recommend priorities as necessary for collection and production of intelligence required under NSC-169.
- d. Provide a forum for exchange of information on current or proposed activities of the several Offices pertinent to Telecommunications Intelligence.
- e. Provide a forum for exchange of information on Intelligence collection or production capabilities of the several Offices, pertinent to Telecommunications Intelligence.
- f. Coordinate preparation of such reports as may be required on the status of progress under NSC-169.

5. Methods

- a. Regular Committee meetings will be held monthly*. Special meetings may be called at any time at the discretion of the Chairman.
- b. Subcommittees may be formed for particular problems, either on a continuing or an "ad hoc" basis. The Committee will clearly indicate to any such subcommittee whether it desires to give approval of any recommendations of the subcommittee before action is taken thereon.

*Initially, regular meetings are scheduled for 11:00 a.m. on the last Monday of each month.

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